



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 5354.5
BUMED-M00E
29 Aug 2002

BUMED INSTRUCTION 5354.5

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY COMMAND MANAGED EQUAL
OPPORTUNITY PROGRAM

Ref: (a) DOD Directive 1350.2 of 18 Aug 95
(b) OPNAVINST 5354.1E
(c) OPNAVINST 5354.5
(d) OPNAVINST 1740.3A
(e) OPNAVINST 12720.4B

1. Purpose. To disseminate information, set forth guidelines, and implement policies and procedures to enable Navy Medicine to accomplish the goals and objectives of the Navy Equal Opportunity (EO) Program. References (a) through (e) provide additional guidance.

2. Cancellation. BUMEDINST 5354.6 canceled.

3. Policy. All personnel within Navy Medicine will be afforded equal opportunity and treatment regardless of race, color, religion, gender, age, national origin, or ethnicity. Discrimination, sexual harassment, and any other actions designed to deny or resulting in the denial of equal opportunity shall not be tolerated, and will be cause for disciplinary action. Discrimination complaints or grievances, both formal and informal, will be processed in a timely manner and thoroughly investigated. Corrective action, if warranted, shall be taken promptly.

4. Applicability. The provisions of this instruction apply to military personnel assigned to BUMED and its claimancy to include members of reserve components recalled to active duty and also temporarily assigned duty personnel. Civilian equal employment opportunity (EEO) policies and guidance are detailed in reference (e), and are applicable to Navy commands employing U.S. civilian personnel, all civilian employees, the commanding officer (CO), and all military managers and supervisors of civilian personnel.

5. Background. The Command Managed Equal Opportunity (CMEO) Program objective is to promote morale and quality of life by providing an environment in which all personnel can perform to their maximum ability unimpeded by institutional or individual biases. Reference (b) establishes the policy and intent of EO within the Navy and provides guidance to achieve these standards. Commanding officers and officers in charge must create, shape, and maintain a positive EO environment through policy communication, training, education, enforcement, and assessment. The CMEO Program is intended to be one of many commanders' tools for the prevention of unprofessional behavior and ensuring EO goals are obtained.

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6. Responsibilities. Commanders, COs, and officers in charge, (hereafter referred to as commanders) shall at a minimum comply with the provisions outlined in reference (b), paragraph 7k. Additionally, commanders shall:

a. Develop and implement an EO instruction that includes all elements of the CMEO Program required by references (b) and (c) and complies with this instruction.

b. Develop and promulgate a local policy regarding the filling and processing of discrimination complaints and grievances.

c. Develop and promulgate a command policy statement regarding the prevention of sexual harassment.

d. Ensure the Navy Rights and Responsibilities Workshop is part of the command's indoctrination program for all newly reporting personnel within 90 days of reporting as per reference (d). Course materials can be downloaded from the Chief, Naval Education and Training (CNET) Web site. Commands are encouraged to modify or adapt material to facilitate participation.

e. Ensure the following programs are a part of the command's General Military Training Program:

(1) CMEO.

(2) The Navy's sexual harassment, fraternization, homosexual, and hazing policies.

(3) Processing of discrimination complaints and grievances.

(4) Extremist and hate groups.

f. Monitor the climate of subordinate commands.

7. CMEO Managers shall:

a. Be appointed in writing, complete the EO manual correspondence course, and must attend the CMEO Program Manager's Course; which are both available through CNET. Personnel appointed to this position should be an E-7 to E-9 or an officer with 4 or more years of experience.

b. Function as the single point of contact (when practicable) for EO issues. Coordinate all complaints of discrimination, including sexual harassment, and ensure complete and timely investigation, resolution, and reporting as per enclosures (3) and (5) of reference (b). Report EO matters to the commander via the executive officer, when applicable.

c. Serve as an administrative coordinator for the command training team (CTT) and command assessment team (CAT). Guidance for establishing a CTT/CAT team can be found in reference (c).

- d. Coordinate command climate assessments.
 - e. Coordinate and monitor all EO training.
 - f. Ensure command EO sexual harassment policies and the "Navy Procedures for Processing Sexual Harassment/Discrimination Complaints for Military Personnel" NSN 0500-LP-022-7460 are permanently and prominently displayed in the command.
 - g. Maintain CMEO record file of both (formal/informal) ongoing and closed-out complaints.
 - h. Closely coordinate with local equal opportunity advisor (EOA).
 - i. Perform other EO-related duties as mandated by the commander or immediate superior in command.
8. CTT. The chairperson of the CTT shall be appointed in writing and shall function under the oversight of the CMEO officer. CTT members will attend the CTT indoctrination course provided through CNET or an EOA, and complete the Navy's EO correspondence course. Members previously trained, but who have not performed in the capacity within 24 months are required to repeat certification training. The CTT will be responsible for conducting Navy Rights and Responsibilities in addition to annual EO training.
9. CAT. The chairperson of the CAT shall be appointed in writing and will function under the oversight of the CMEO officer. CAT members shall be responsible for conducting command assessments, documenting and implementing corrective measures to address concerns revealed on the assessment. CAT members will complete the CAT CD-ROM available through CNET and the EO correspondence course prior to conducting an assessment. Training can also be provided by the BUMED EOA.
10. Command Assessments. At least one written assessment will be conducted during the commander's tenure using an assessment tool available through the Defense Equal Opportunity Management Institute. Commanders are encouraged to use focus groups, personal interviews, record reviews, and captains calls to validate results. Upon completion of the written assessment, commands may conduct follow-up assessments using the suggested methods in reference (b). Results of the assessments and follow-up actions will be maintained for a period of 3 years.
11. Reporting. A copy of the executive summary from the annual assessment results will be forwarded to the BUMED EOA. Reporting sexual harassment or discrimination complaints will be accomplished following the guidelines outlined in enclosures (3) and (4) of reference (b).
12. Action. Commanders shall take action and be held accountable for implementation and enforcement of the provisions of this instruction.


D. C. ARTHUR
Vice Chief

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